



CIVILIAN HUMAN RESOURCES AGENCY SOUTH CENTRAL REGION CIVILIAN PERSONNEL EMPLOYEE BULLETIN APRIL 2011



AF LINK:

<http://www.bragg.army.mil/Organizations/Tenant-Units/Civilian-Personnel-Advisory/Home.aspx>

NAF LINK:

http://www.bragg.army.mil/Organizations/Tenant-Units/Civilian-Personnel-Advisory/NAF/AF_home.aspx

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**Civilian Personnel Advisory Center
Fort Bragg, NC 28310
Director, Jeanne T. Sarch**

CIVILIAN EXPEDITIONARY WORKFORCE (CEW) WEBSITE LAUNCHED

The re-designed Civilian Expeditionary Workforce (CEW) website is a resource for civilians who are interested in temporarily deploying outside of the United States in order to support our troops.

These positions are filled on a detail basis and are located on Joint Task Force Headquarters supporting operations around the globe. The website hosts a frequently updated list of vacant positions, an online application form, and policy, benefits and FAQs in order to help applicants learn more about the CEW.



Visit the new CEW website today at
<http://www.cpms.osd.mil/expeditionary/>

Fort Bragg 21st Annual Installation Incentive Awards

The Civil Personnel Advisory Center will hold the 21st Annual Installation Incentive Awards Ceremony on Wednesday, **May 4th, 2011 at 11:30.**

Ticket sales will start soon!

Please see page 2 for more information.

**ADMIT
ONE**

Fort Bragg's **21st Annual Installation Incentive Awards**

The 21st Annual Installation Awards Competition and Ceremony hosted by the Fort Bragg Civilian Personnel Advisory Center will be held on May 4, 2011. Over 170 nominations were received and are being evaluated.

The Fort Bragg Club is the venue for this event. The ceremony will begin promptly at 11:30 a.m. on May 4, 2011.

Ticket sales will start soon. Please see your organization's point of contact for ticket purchasing information.

For questions concerning the ceremony or tickets, please call 910-643-8159.

OPEN SEASON:

Federal Long-Term Care Insurance Program (FLTCIP)

The Federal Long-Term Care Insurance Program (FLTCIP) Open Season is from **April 4, 2011 through June 24, 2011.**

FLTCIP provides long-term care insurance for its enrollees, who are Federal and U.S. Postal Service employees and annuitants, active and retired members of the uniformed services, and their qualified relatives.

Please see the eligibility criteria and enrollment information at the following websites:

http://www.ltcfeds.com/FLTCIP_OpenSeason.html or http://www.ltcfeds.com/enrollee_registration/NewIndex.html.

REMINDER

DEPARTMENT OF ARMY

“HIRING PAUSE”



If you are wondering what happened to the position that you applied for with the Department of Army that was announced within the past 60 days or so, it may have been caught up in the Army-wide “hiring pause”.

On 2 February 2011, the Assistant Secretary of the Army, Thomas H. Lamont, issued a memorandum directing an immediate suspension of civilian hiring for a 30-day period. This hiring pause was necessary due to the fact that Army’s on-board civilian strength exceeded Fiscal Year 2010 levels by approximately 10,000 personnel. This hiring pause was extended until on or about 1 April 2011.

If you are anxious about that promotion or assignment you were hoping to get, please be patient. In the meanwhile, you should continue to monitor the status of your self-nomination against a specific vacancy announcement, as updates will be posted to ANSWER as hiring actions are allowed to go forward.



Taking a Run during Break

Have you ever gone for a run during your break, if so here is something to consider?

ECAB Docket 10-1174 discusses a Marine Corps employee who was injured while running on a 15 minute break during his regularly scheduled work hours. A timely Notice of Traumatic Injury (CA-1) was filed, and the employee “asserted that the CA 810 publication stated that employees engaged in informal recreation, such as jogging, while on the agency premises are to be considered in the performance of duty and there is no requirement to show how the activity benefits the employer”.

For a FECA claim to be approved, it must be determined whether or not the injury occurred under circumstances that would bring it within the performance of duty.

FECA Program Manual 2-804.8 provides guidance regarding recreational injuries. In this case, the Board determined that the employee did not meet his burden of proof to show that his injury was sustained in the performance of duty, and there was “no evidence” that the employing establishment derived substantial direct benefit from the activity beyond that intangible value of improvement in employee health and morale that is common to all kinds of recreational activity”.

NEW

EMPLOYEE DEVELOPMENT COURSE:

The Fort Bragg Civilian Personnel Advisory Center is pleased to announce its “**new**” Developing Employees Course. The class debut’s on **Tuesday, 19 April 2011.**

This course will assist Supervisors and Managers in identifying and providing employees resources needed to develop to their full potential.

COURSE OBJECTIVES:

- Improve individual and organizational performance
- Identify Supervisor and Employee training responsibilities
- Determine training considerations
- Explore training resources
- Examine the Civilian Education System

This course will be held at the Civilian Personnel Advisory Center, Room, 122 Bldg 2-1105, D-Stack, Macomb Street. To register, please contact the CPAC Training Office at (910)396-8621/6815.



ARMY CIVILIAN CORPS CREED

**I am an Army Civilian – a member of
the Army Team.**

**I am dedicated to our Army, our Soldiers
And Civilians. I will always support the mission.**

**I provide stability and continuity during war
and peace. I support and defend the Constitution of
the United States and consider it an honor
to serve our Nation and our Army.**

**I live the Army values of Loyalty, Duty, Respect,
Selfless Service, Honor, Integrity, and
Personal Courage.**

Self Service, My Biz Employment Verification

Employment Verification (EV) is a Self Service My Biz tool allowing employees to email employment and/or salary information to an external organization (business, bank, credit union) directly from the Defense Civilian Personnel Data System (DCPDS)–via secure internet!

To email EV information to an external organization:

1. Log into the DCPDS Portal at <https://compo.dcpds.cpms.osd.mil/>
2. Select, My Biz, Employment Verification
3. Select your Details to Share, either
 - a. Employment Information, or
 - b. Employment and Salary Information.
4. Enter Recipient Email Information.
5. Enter (verify) your work email address is included in Recipient Information “CC” field to receive a copy of EV email.
6. Select Continue to “Acknowledge and Submit” to send your EV information.



The My Biz – Employment Verification tool is available from your workstation!



CIVILIAN PERSONNEL MANAGEMENT SERVICE (CPMS) BENEFIT TOOL

Civilian Personnel Management Service (CPMS) Tool has been designed to allow you to make an informed decision regarding your benefits by comparing different health plans, choosing life-insurance coverage options, and making changes to the amount of savings. Additionally, it allows you to make long-term care decisions and compare dental and vision care options.

Please ensure you read the disclaimer on the website as Civilian Personnel Management Service wants to ensure that you know these calculators are designed to be informational and educational tools only, and when used alone, do not constitute benefits advice. The benefits calculator is for individuals who would like to compare their annual/biweekly/monthly costs and the agencies costs of Federal benefits.

The calculator cannot be used to obtain retirement annuity calculations. This benefits calculator is provided as a rough approximation of your benefits, your portion of the cost, the agencies contribution and any tax deferred incomes. The results presented by this calculator are hypothetical and may not reflect the actual benefits. We strongly recommend that you seek the advice of a Benefits professional at the Army Benefits Center – Civilian before making any type of benefits decisions. The tool can be reached at (877) 276-9287 or logon to <http://www.cpms.osd.mil/forms/fas/benefits/BenefitsTool.aspx>.



Human Resources Information Systems

Using Encryption to Protect Sensitive Personnel Information

We use the term encryption throughout many federal organizations; however, many individuals are unaware of its importance. As a federal employee you are responsible for protecting sensitive personnel information that is maintained within your organization. To understand how to protect sensitive personnel information, we need to understand the purpose of encryption.

What Is Encryption?

Encryption is the process of turning computer data into code that can be read only by someone with a key to the information. Federal agencies traditionally have used encryption for classified data, but now they are required to deploy it for sensitive but unclassified information as well. Most organizations use software, and occasionally hardware, to encrypt data on end-user devices such as personal computers, laptops and removable storage devices. Encryption protects the information stored on these devices from loss or theft.

With today's software, an agency can ensure data is encrypted for hundreds of thousands of concurrent users from a centrally managed console. The software authenticates users, ensures security policies are followed, and provides auditing and reporting features. It can be used to encrypt data sent via e-mail and instant messaging as well as information stored on a computer's hard drive or on a server.

Why Should I Care?

Encryption is important if you want to avoid a headline grabbing data breach or being grilled by Congress for putting citizens' information at risk. You may remember that a Veterans Affairs Department employee had a laptop that contained sensitive, personal information about 26 million veterans and military personnel stolen from his home. This well publicized data breach prompted agencies to focus on the protection of citizens' and employees', or personally identifiable information (PII). PII is information that can be used to locate or identify an individual, including names, aliases, social security numbers and biometric records.

"The loss of PII can result in substantial harm, embarrassment and inconvenience to individuals and may lead to identity theft or other fraudulent use of information," the Government Accountability Office (GAO) concluded in a recent report. "As the federal government obtains and processes information about individuals in increasingly diverse ways, properly protecting this information and respecting the privacy rights of individuals will remain critically important," GAO reported.

When Do I Use It?

Remember, when processing information that contains PII it is everyone's responsibility to ensure that data is protected. The next time you email that list of social security numbers, birthday roster, or other personnel related PII data, ensure you are using encryption before you hit the send button.

"If PII is a fit, you must encrypt"

Civilian Human Resources Agency (CHRA) Ft Bragg CPAC Training Schedule

Date	Course	Target Audience	Time and Location	Enrollment Info
5 Apr 11	Interviewing Techniques	Supervisors	1300 - 1500 CPAC, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact CPAC Training Office at 910-396-8621/6815
13 Apr 11	RESUMIX	Prospective / current Federal employees	0930 - 1130 CPAC, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact CPAC Training Office at 910-396-8621/6815
13 Apr 11	Leave Administration	Supervisors	1300 - 1500 CPAC, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact CPAC Training Office at 910-396-8621/6815
19 Apr 11	Developing Employees	Supervisors	0930 - 1130 CPAC, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact CPAC Training Office at 910-396-8621/6815
19 Apr 11	MER Dos and Don'ts	Supervisors	1300 - 1500 CPAC, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact CPAC Training Office at 910-396-8621/6815
21 Apr 11	Nuts and Bolts of Disciplinary Actions	Supervisors	1300 - 1500 CPAC, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact CPAC Training Office at 910-396-8621/6815
27 Apr 11	TAPES for Supervisors	Supervisors	1300 - 1500 CPAC, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact CPAC Training Office at 910-396-8621/6815
27 Apr 11	Labor Relations, Down and Dirty	Supervisors	1500 - 1700 CPAC, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact CPAC Training Office at 910-396-8621/6815
2-5 May 11	HR for Supervisors	Supervisors	0800 - 1630 Location TBD	CHRTAS registration required Course # XB8AHRS – F06 SC Region
11 May 11	RESUMIX	Prospective / current Federal employees	0930 - 1130 CPAC, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact CPAC Training Office at 910-396-8621/6815
17 May 11	Developing Employees	Supervisors	1330 - 1530 CPAC, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact CPAC Training Office at 910-396-8621/6815
19 May 11	FECA 101	Supervisors	1300 - 1500 CPAC, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact CPAC Training Office at 910-396-8621/6815
25-26 May 11	L/MER Tools for Supervisors	Supervisors	0900 - 1600 Location TBD	For registration, contact CPAC Training Office at 910-396-8621/6815
7 Jun 11	How to Negotiate with the Union	Supervisors	1300 - 1500 CPAC, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact CPAC Training Office at 910-396-8621/6815

For local registration and more information, please contact the Bragg CPAC Training Office at 910-396-8621/6815

CHRTAS: Please register through the Civilian Human Resources Training Application System (CHRTAS) at www.atrrs.army.mil/channels/chrtas/default.asp.

Register in CHRTAS

In the center of the page, under the logo, see PLEASE SIGN IN BELOW. Click on the arrow to select your category: Category to select is ARMY. See SIGN IN OPTIONS: Sign in using one of the three options (CAC, AKO, DOB, and SSN). Create a Student Profile, or update: CREATE/UPDATE STUDENT PROFILE Click CREATE/UPDATE CHRTAS RECORD.

Apply for Courses

Select FY 2011 or FY 2012 and Select region (0106 - CHRA - South Central).

Use the Drop Down to find course and Select course (like HR for Supervisors).

Select Location, desired date, and course.

Submit the Application Your supervisor will receive an email to approve/disapprove course enrollment.